

30 January 1974

Letter of Instruction

AK-9

TO: Training Assistant - Registration Group

This letter is intended to: clarify your duties and responsibilities as Training Assistant, SRS/RG; identify the objectives and plans we have agreed you should accomplish during 1974; and serve as a basis for evaluating your performance in your next Fitness Report.

Duties and Responsibilities

1. Administer all financial processing in connection with the External Training Program.
2. Verify billings and invoices from Government agencies and private firms prior to certification for payment.
3. Oversee cost estimating for external training requests.
4. Assist in the formulation of travel and per diem policies relating to the Program.
5. Prepare the budget for the External Program and the Training Selection Board, and supply budgetary data as required.
6. Handle enrollments in programs at Government facilities, with exception of the Foreign Service Institute.
7. Obtain quota requirements from Agency components, review these, and prepare quota requests to the Department of Defense. Coordinate quota allocations when received; maintain continuing control over individual nominations, clearances, letters to facilities, and arranging special cover enrollments as required.

ADMINISTRATIVE - INTERNAL USE ONLY

8. Monitor the External Training Completion Program, to assure compliance with Audit Staff requirements.

9. Assist in administrative briefings and debriefings of employees being sponsored for long-range programs.

10. Supply financial and budgetary data for statistical reports on external training.

11. Supervise one Training Assistant - Travel and Finance

Objectives

1. Assist in implementation of RG's Objective #1:

"Continue a systematic review of all procedures related to the administration of the Agency's external training program with the purpose of simplifying and improving these procedures to the maximum extent possible."

2. Monitor and report by end of FY 1974 on the revised per diem system for long-term trainees.

3. Assure development of an improved system for meeting RG's monitoring responsibility vis-a-vis external training completions.

4. Review all regulatory and other policy issuances which pertain to the fiscal processing aspects of the Program; set up in a subject-index form for ready reference by all Program officers.

5. Keep current with procedures utilized in processing enrollments at non-Government facilities, and the FSI, in order to back-stop the other Training Officer(s) when absence or workload so necessitates.

6. Become familiar with other aspects of the Off-Campus Program, in addition to fiscal, so you can assist in this effort during peak organization and registration periods.

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Registration Group
Office of Training

ACKNOWLEDGED:

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